

# InnovateSphere Inc. – Social Media Policy for Employees

## Guiding Principles

This policy applies to all InnovateSphere employees. We encourage you to share your passion for our work but remind you to do so responsibly.

## Official vs. Personal Use

Only authorized personnel from the Marketing department may speak on behalf of the company on official social media channels. For personal use, you may state that you work at InnovateSphere. However, you must include a disclaimer such as "Opinions are my own."

## Confidentiality

Do not disclose confidential information, including financial data, customer details, or future product roadmaps. Sharing the Q1 sales revenue of \$5.2 million, for instance, is a violation of this policy unless it has been made public by the company.

## Professionalism

Be respectful and professional. Do not engage in arguments or post content that could be considered discriminatory or harassing.